DEPARTMENT OF THE NAVY Bureau of Naval Personnel Washington DC 20370-5000

OPNAVINST 1740.4A Pers-2WW 17 December 1996

OPNAV INSTRUCTION 1740.4A

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees not having Navy

personnel attached)

Subi: U.S. NAVY FAMILY CARE POLICY

Ref: (a) DODINST 1342.19 of 27 Jul 92 (Encl in ref (b)) (NOTAL)

(b) SECNAVINST 5300.35 (NOTAL)

(c) MILPERSMAN 6210120

(d) DODINST 1400.32 of 24 Apr 95 (NOTAL)

(e) SECNAVINST 12910.1C (NOTAL)

(f) SECNAVINST 1910.4B (NOTAL)

(g) SECNAVINST 1920.6A

Encl: (1) Definitions

(2) Sample Power of Attorney for Family Care Plan

(3) Family Care Plan Checklist

(4) Sample NAVPERS 1740/6 (4-96), Department of the Navy Family Care Plan Certificate and Sample NAVPERS 1740/7 (4-96), Family Care Plan Arrangements

1. Purpose

- **a.** To assist members to develop workable family care plans.
- **b.** To establish procedural requirements in accordance with references (a) and (b).

This instruction is a complete revision and should be reviewed in its entirety.

- 2. Cancellation. OPNAVINST 1740.4 and OPNAV 1740/1.
- 3. Applicability and Scope. This instruction applies to all Navy personnel, serving on active duty or in the Ready Reserve, who are single service members or members of dual military

couples, that have custodial responsibility for family members or other dependents. The policy and guidance within this instruction is effective immediately, however, use of the documents and instruments provided as enclosures may be phased in as needed. This instruction is not intended to require revamping of individual member's functioning Family Care Plans. This instruction is not intended to, and does not, create any right, entitlement, cause of action, or defense in favor of any individual. It places no limitations on the lawful prerogatives of the Department of the Navy or its officials.

4. Background

- a. The nature of naval service dictates that members must be ready to deploy throughout the world on short notice and be able to fully execute their military and professional duties. For members with dependents, the ability to meet this requirement is directly related to the degree of prior family care planning. Thorough planning benefits both the Navy and the member by ensuring proper care for dependents, reduced stress on the member and a deployable asset for the command.
- b. Planning to ensure the care of family members and dependents is of great value to and required for every member. However, it is especially crucial for single members with dependents and members of dual military couples with dependents. Reference (a) provides guidance and establishes minimum standards for family care planning throughout the Department of Defense (DoD).
- 5. Definitions. Terms used in this instruction are defined in enclosure (1).

6. Requirements

a. The member has the responsibility to ensure family members are cared for during deployments, reserve mobilizations, and temporary duty, as well as at all other times. The primary responsibility for initiating and developing a workable family care

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plan rests with the individual member. It is also the responsibility of the member to provide the caregiver all information and documentation needed to execute the Family Care Plan and provide for the member's dependents. Formal documentation of a member's Family Care Plan is required under any of the following conditions:

- (1) A single parent with custody of children under 19 years of age.
- (2) Both members of a dual military couple with custody of children under 19 years of age.
- (3) Family circumstances or other personal status changes in which the member becomes solely responsible for the care (housing, medical, logistical, financial, food, clothing, or transportation) of another person. Such circumstances include, but are not limited to:
- (a) Birth of a child or adoption of a child under 19 years of age.
- (b) Loss of a spouse through death, separation or divorce, or spouse's injury or illness of such a nature that the spouse is unable to care for family members or other dependents.
- (c) Enlistment (or commissioning) in any military service (active duty or reserve component) by a spouse which results in the member and spouse becoming a dual military couple with dependents.
- (d) Assumption of sole care for an elderly, disabled, or chronically sick family member who is unable to care for himself or herself, in the absence of the member.
- (e) Extended, recurring, or other absence of a civilian spouse through career/job commitments or personal reasons which, in the opinion of the commanding officer, may impact on the member's deployability.
- (f) A family member who has a limited command of the local language or is unable to

drive or otherwise gain access to basic life-sustaining facilities (i.e., food, medical care). For example, members and their families who are assigned to an isolated location and/or family members who have limited language or communication skills in the country of residence may require a Family Care Plan.

- b. The Family Care Plan shall designate one or more caregivers as defined in enclosure (1) who will agree to provide for the affected members of the member's family or dependents. NAVPERS 1740/6 Family Care Plan Certificate and NAVPERS 1740/7 Family Care Plan Arrangements shall be used to document the Family Care Plan. By signing these forms the caregiver acknowledges and accepts responsibility for the care of the member's family and the provisions contained in the Family Care Plan for short- and long-term separations. Specific requirements include:
- (1) NAVPERS 1740/6 shall be signed by both the caregiver(s) and the member. It includes a statement that the caregiver has been thoroughly briefed on financial arrangements, logistical arrangements (including discussion on arrangements to relocate the caregiver or family member to a designated location), location of important papers, military facilities, services, benefits and entitlements of the family members. The specifics of which will be included on NAVPERS 1740/7.
- (2) A new NAVPERS 1740/6 will not normally be required when a Family Care Plan is updated unless the caregiver, or the conditions under which the caregiver will provide care, have changed.
- (3) A copy of all powers of attorney (enclosure (2)) prepared for the caregiver shall be included with the statement.
- (4) The member shall submit the forms through the chain of command as part of the Family Care Plan package.

- c. The Family Care Plan shall include written provisions for:
- (1) Short-term absences (e.g., Temporary Additional Duty requirements, pre-deployment workups, training exercises and periods of annual training or short-term involuntary recall for inactive reservists).
- (2) Long-term absences (e.g., deployments, unaccompanied tours and periods of long-term involuntary recall for inactive reservists).
- (3) At the discretion of the commanding officer, other kinds of absences (e.g., normal/extended working hours, watches, weekend duty). The commanding officer's decision should take into account the individual member's level of responsibility.
- (4) Arrangements for the financial well-being of family members covered by the Family Care Plan during separations. Arrangements should include power(s) of attorney, allotments, or other appropriate means to ensure the self-sufficiency and financial security of family members. Assistance with financial arrangements and planning can be obtained from Command Financial Specialists, Family Service Centers, Legal Assistance Offices, and the Navy-Marine Corps Relief Society. Drilling reservists may request assistance through the local Naval Reserve Activity. Service members must provide support for family members in accordance with reference (c). Use of allotments is strongly encouraged and may be arranged through the member's financial institution and the local disbursing office.
- (5) Logistical movement of the family or caregiver. Logistical arrangements shall include arrangements for relocation, if necessary, of the caregiver or family to a new location and the financial, medical, and legal arrangements necessary to ensure continuity of care of family members during the movement. Logistical arrangements must provide for the financial support necessary to transport the family or caregiver to a designated location if government transportation is

- not authorized. Consideration of a non-military escort for family members requiring assistance such as infants, children, or elderly disabled adults, should be outlined when personal family considerations dictate.
- (6) Alternate caregiver(s) in the event the primary caregiver(s) becomes unable to perform duties under the Family Care Plan. Planning should include arrangements for logistical, financial, medical, and legal support necessary to ensure continuity of care for family members.
- (7) Any other information deemed necessary by the commanding officer or the member which would be needed by the command in order to activate the member's Family Care Plan in the absence of the member. In addition, a documented Family Care Plan package can assist the command in ensuring the temporary welfare of a member's dependents in the event of the member's injury or death.
- d. Single parents and dual military couples with minor children shall designate a person who, in the event of their death or incapacity, will assume temporary responsibility for their minor children until a legal guardian is appointed by a court of competent jurisdiction or the non-custodial natural parent assumes custody. This temporary designation is not a substitute for the appointment of a legal guardian in a will. It shall be recorded in the NAVPERS 1070/602 (page 2) remarks section of the member's service record and on the NAVPERS 1740/6, paragraph 10.
- e. Military mothers of newborns shall be deferred from travel away from the home station for 4 months following the delivery. Single members or one member of a military couple who adopt a child shall receive the same consideration for 4 months after the date that the child is placed in the home as part of the formal adoption process (reference (a)). Similarly, Reserve component members shall be deferred from involuntary recall to active duty for 4 months after delivery or adoption placement. The deferment is terminated if the member gives up custody of the child or

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voluntarily cancels the deferment in writing. This provision is to assist the member in developing a Family Care Plan and to establish a pattern of child care. A new or updated Family Care Plan is required within 60 days of birth of a child or placement in the home of an adopted child.

f. While the DoD and the Navy do not have the authority to direct emergency essential (E-E) civilian and contractor personnel to prepare a Family Care Plan, the Navy strongly encourages personnel in these positions, references (d) and (e), to establish Family Care Plans consistent with this instruction.

7. Action

- **a.** Members who meet the criteria as defined in paragraph 6a shall:
- (1) Submit a new or updated Family Care Plan to the commanding officer or designated representative within 60 days (90 days for Ready Reservists) of the following:
- (a) Upon change in caregiver circumstances.
- (b) Upon the birth or adoption of a child or assumption of sole care for an elderly or disabled family member.
- (c) Upon change in personal or family circumstances.
- (d) Upon reporting to a new duty station.
 - (e) Upon receipt of this instruction.
- (2) Verify the Family Care Plan for currency under the following conditions:
 - (a) Annually (verification of currency).
- (b) Prior to reenlistment or extension of obligated service.

- (c) Prior to executing PCS orders, especially to training (advanced, "A" or "C" schools, graduate education, scholar-ship/commissioning/out-service education programs, etc.).
- (d) Prior to affiliation, enlistment, or reenlistment in the Selected Reserve.

If mitigating circumstances are involved, the commanding officer may grant an additional 30 days to submit an acceptable Family Care Plan. Further extensions are not authorized. Members whose family or personal status changes shall notify the commanding officer as soon as possible, but not later than 30 days following the occurrence of change in status. This 30-day notification period does not change the requirement for establishing or updating the Family Care Plan within 60 days,

- (3) Ensure the Family Care Plan is in accordance with the minimum requirements outlined in paragraphs 6b and 6c.
- (4) Request, as necessary, information and assistance in developing Family Care Plans from the command (Family Care Plan coordinator, command master chief, financial specialists), Family Service Centers, legal assistance offices, Child Care Centers, Navy-Marine Corps Relief Society or other social services organizations. Drilling reservists may request assistance through the local Naval Reserve Activity. A checklist is provided (enclosure (3)) to assist in developing and reviewing the adequacy of Family Care Plans.
- (5) Provide the caregiver(s) with all necessary legal documents, including power(s) of attorney.
- (6) Provide the caregiver with reasonably available information on existing military and private sector community support resources where a caregiver can receive assistance. This should include locations and points of contact at the member's Command (Ombudsman, Family Care Plan coordinator, command master chief, etc.), Family Service Centers, medical treatment

facilities, Naval Reserve activities, community and family support groups, and social service organizations.

- (7) Discuss with and provide information to the caregiver on the parental goals desired during a long-term separation. This discussion is to assist the caregiver on how best to support, sustain, and assist children during a deployment or other separation. A member whose caregiver is not located near a Family Service Center may arrange to have information mailed to the caregiver from social services organizations, the member's Family Service Center, or installation libraries.
- b. Members of dual military couples, who are required under this instruction to have a Family Care Plan, must develop a single Family Care Plan which shall be signed by both members. Both members shall maintain a copy of their Family Care Plan with their respective commands. In the event that a Family Care Plan is not or cannot be established, Bureau of Naval Personnel (Pers-2) will determine which member may be separated based on the needs of the Navy. In the instance of a Navy member married to a member of another military service, the Navy member shall complete a Family Care Plan in accordance with this instruction. A copy of the Navy's Family Care Plan, signed by both members, will be forwarded to the spouse's unit. The Navy member will also provide his/her command with a copy of the equivalent plan for the spouse's service. The details described in each Family Care Plan should be reviewed for consistency. In this manner, both members' commands and services can remain fully informed concerning the members' Family Care Plans.
- c. Members required to have a Family Care Plan who are being screened for overseas assignment will be required to submit or update their Family Care Plan to cover any period of absence by the member:
- (1) Between the departure of the member for, and the arrival of the family members at, the overseas assignment.

- (2) In the event of an unaccompanied tour.
- d. Commanding officers shall ensure:
- (1) All members of their commands are informed of the requirements of the instruction.
- (2) All members of their commands who meet the criteria outlined in paragraph 6a develop and maintain an up-to-date Family Care Plan per paragraphs 7a through c.
- (3) The establishment of a collateral duty billet (Family Care Plan coordinator) within the command. The Family Care Plan coordinator may act as the commanding officer's designated representative with regard to this instruction. The coordinator's primary functions are to:
- (a) Manage the command's Family Care Plan Program.
- (b) Coordinate with the Family Service Center to provide information and points of contact to the member.
- (4) The member's Family Care Plan package is maintained with the command.
 - (5) That all Family Care Plans:
- (a) Are submitted in accordance with paragraph 6a and meet the minimum requirements as outlined in paragraphs 6b and 6c.
- (b) Are reviewed for adequacy and discussed with the member, upon submission and annually, using the checklist (enclosure (3)).
 - (c) Include all reasonable contingencies.
- (6) The member is counseled regarding the importance of a comprehensive Family Care Plan and that the member knows that failure to maintain an up-to-date plan can subject the member to separation from the Navy. Commanding officers may separate members who are unable or refuse to maintain an updated Family Care Plan, do not

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remain world-wide assignable, or are unable to perform their professional and military duties. Grounds for separation and procedures for separation processing will be in accordance with current administrative separation directives (references (f) and (g). Typical grounds would be convenience of the government for parenthood or dependency/hardship, though certain cases might warrant separation for entry level performance/conduct, unsatisfactory conduct, unsatisfactory participation in the Ready Reserve, or even misconduct. Separation documents of members who fail to maintain a workable Family Care Plan will reflect that the member is not recommended for retention or reenlistment. Members being separated under this policy may be subject to recoupment procedures. For members who fail to maintain an updated Family Care Plan, the following guidelines shall be followed:

- (a) Members with 1 year or more remaining on obligated service incurred for training or education, and members who possess critical skills essential to the naval service, as characterized by members receiving special/professional pays or selective reenlistment bonus: Commanding officers must refer these cases to the Chief of Naval Personnel (Pers-2 or Pers-9 for active duty personnel or inactive reserve personnel, respectively) for disposition prior to effecting separation procedures. Referred cases should reflect the commanding officer's evaluation as to the member's ability to effectively perform the assigned duties within his/her occupational specialty and continue to make meaningful contributions to the mission of the activity and the Navy. Additionally, when mission requirements make it necessary to depart from the above policy guidance, commanding officers should also refer applicable cases to the Chief of Naval Personnel. Community managers will coordinate requests with the appropriate community or unit headquarters activities.
- (b) When at all possible, a member who is able to effectively contribute to the mission of the activity and the Navy within his/her occupational field, and who has 1 year or greater of obligated service for training remaining, should be

retained to complete the obligated service. Dependent upon the amount of obligated service remaining and the level of family support services required, BUPERS may reassign the member, or one of the members in the case of dual military couples, to a shore - based assignment world-wide or, in the case of inactive duty reservists, to a non-pay status of the Naval Reserve. In the case of dual military couples being retained, one spouse will remain eligible for world-wide assignment in accordance with service needs. Unless retention is authorized by Pers-2, the member shall be separated at completion of the obligation regardless of subsequent submission of a Family Care Plan.

- (c) Members who do not meet the criteria of 7d(5) (a): These members shall be separated upon failure to produce a Family Care Plan within the specified time requirements.
- (7) That members seek assistance in developing a Family Care Plan from Family Service Centers, Legal Assistance Offices and other service and civilian organizations that retain lists of certified or licensed child care providers. Family Service Centers and command Family Care Plan coordinators have information (e.g., brochures, handouts, pre-deployment and parenting classes) that covers all aspects of deployments. A member who is not able to establish an adequate Family Care Plan shall provide documentation of what attempts were made (what was tried, who was contacted, etc.).
- (8) Emergency-essential civilian and contractor personnel meeting the criteria in 6a are encouraged to develop a Family Care Plan in accordance with paragraph 6e (references (d) and (e).
- e. The immediate superior in the chain of command (ISIC) shall include, during periodic ISIC inspections of subordinate commands, a review of a unit's Family Care Plan Program.
- f. Family Care Plan Programs shall be inspected during periodic inspections of units and

installations. The inspections will validate the acceptability of Family Care Plans.

- g. Family Service Centers, upon request of the member or the member's commanding officer, shall provide information and assistance in the development of a Family Care Plan. If needed, Family Service Centers shall provide individual counseling to those members requiring assistance in the development of their Family Care Plan. Information provided by the Family Service Center shall cover subjects and problem areas faced by families when a member deploys (i.e., separation anxiety, coping skills, parenting tips, stress management, schooling, financial arrangements, and location of key documents, etc.). Family Service Centers shall provide an outreach program to assist members and families who do not have ready access to a local Family Service Center. While Family Service Centers have a role in support of commanding officers and members in developing Family Care Plans, responsibility for Family Care Plans shall not be delegated to a Family Service Center.
- h. Commanding officers of military installations shall:
- (1) Ensure caregivers are permitted to use installation facilities on behalf of the member in caring for family members during the absence of the member. Such access shall be granted based on family care forms, agent letters, letters of authorization or powers of attorney (required for medical and dental care), as may be necessary to provide authorized entitlements to the member's family. Access shall be granted with proper documentation per reference (a) regardless of the issuing branch of service or reserve component category.
- (2) Ensure Family Service Centers under their command provide services as delineated in this instruction.
- 8. Forms. The following forms are available in the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM

NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms:

- (1) NAVPERS 1740/6, (4/96) Family Care Plan Certificate, S/N 0106-LF-113-4900, formerly OPNAV 1740/1.
- (2) NAVPERS 1740/7, (4/96) Family Care Plan Arrangements, S/N 0106-LF-113-5000.

LEE F. GUNN
Deputy Chief of Naval Operations
(Manpower and Personnel)
Acting

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DEFINITIONS

- 1. <u>CAREGIVER</u>. An individual who is not a member of the Armed Forces or a member of a Reserve component, is at least 21 years of age, and is capable of self-care and care of children or other dependent family members. This individual must agree in writing to care for one or more family members during the member's absence for indefinite periods to ensure the member is available for worldwide duties.
- 2. <u>COUNSEL</u>. The instruction given by a commanding officer (or representative) to ensure that the member fully understands the unique demands of military service as it relates to personal and family responsibilities and the necessity for realistic family care arrangements to ensure members are available for worldwide duty.
- 3. <u>DUAL MILITARY COUPLE WITH DEPENDENTS</u>. Active-duty or Reserve component members married to each other who have joint responsibility and physical custody for the care of children under 19 years of age or family members for whom the member(s) bears medical, legal, financial, or logistical responsibility.
- 4. EMERGENCY ESSENTIAL (E-E) CIVILIAN. A civilian employee who occupies a civilian position that is located overseas or would be transferred overseas during a crisis and has signed a "DoD Civilian Employee Overseas Emergency-Essential Position Agreement." The position is required to ensure the success of combat operations or to support combat essential systems subsequent to mobilization or an activation order. The position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations, or to support maintenance and repair of combat essential systems.
- 5. FAMILY CARE PLAN. A document that outlines on Service-specific forms the person(s) who shall provide care for the member's children or other dependents that rely solely upon the member for financial, medical, logistical support (housing, food, clothing, transportation) in the absence of the member due to military duty (training exercises, temporary duty, deployments, etc.). The plan outlines the legal, medical, logistical (housing, food, transportation), educational, monetary, and religious arrangements for the care of the member's family. The plan must include all reasonably foreseeable situations and be sufficiently detailed and systematic to provide for a smooth,

rapid transfer of responsibilities to the caregiver in the absence of the member.

- 6. <u>FAMILY CARE PLANNING</u>. The process of planning in advance for the care of children, disabled, elderly, and/or other family members. The planning is the initiative taken by the member to use all available military and private sector resources to ensure adequate care, support and supervision for covered family members during the member's absence.
- 7. FAMILY MEMBERS. Includes those individuals for whom the member provides medical, financial, and logistical (for example, housing, food, clothing, transportation) support. This includes, but is not limited to, children under the age of 19, elderly adults, persons with disabilities, and others who are unable to care for themselves in the absence of the member.
- 8. MEMBER. Includes any servicemember of the U.S. Navy on active duty or in the Ready Reserve; also includes members of the U.S. Marine Corps assigned to Navy units, and the Coast Guard when it is operating as a Military Service in the Navy. The term "active-duty member" when used here refers to Regular component and Reserve component members on active duty in excess of 30 consecutive days.
- 9. <u>READY RESERVE</u>. Military members of the Reserve organized in units, or as individuals, liable for recall to active duty to augment the active components in time of war or national emergency. The Ready Reserve consists of both the Selected Reserve and Individual Ready Reserve.
- 10. <u>SEPARATED</u>. The status of a married member who is legally separated from his/her spouse under a court order or other legally recognizable decree, or customarily resides apart from his/her spouse.
- 11. <u>SINGLE PARENT</u>. A member who has no spouse, who is separated, divorced, widowed, or otherwise apart from his/her spouse in excess of 60 days, and has physical custody of children under 19 years of age or disabled dependents of any age for whom the member bears full medical, legal, logistical (for example, housing, food, clothing, transportation) or financial responsibility.

SAMPLE POWER OF ATTORNEY FOR FAMILY CARE PLAN SPECIAL POWER OF ATTORNEY

PREAMBLE: This is a MILITARY POWER OF ATTORNEY prepared pursuant to Title 10, United States Code, § 1044b, and executed by a person authorized to receive legal assistance from the military services. Federal law exempts this power of attorney from any requirement of form, substance, formality, or recording that is prescribed for powers of attorney by the laws of a state, the District of Columbia, or a territory, commonwealth, or possession of the United States. Federal law specifies that this power of attorney shall be given the same legal effect as a power of attorney prepared and executed in accordance with the laws of the jurisdiction where it is presented.

KNOW ALL PERSONS BY THESE PRESENTS:

That I, -GRANTOR-, Social Security Number --SSN--, currently residing in the --STATE-- of --RESIDENCE--, and now in the military service of the United States of America as a member of the United States Navy, by this document do make and appoint --GRANTEE--, whose present address is --GRANTEE ADDRESS--, as my true and lawful attorney-in-fact to do and execute (or to act with persons jointly interested with myself therein in the doing or execution of) any or all of the following acts or things:

I, --GRANTOR--, the parent of the following minor --CHILD OR CHILDREN--: --CHILD OR CHILDRENS' NAME(S)--, --CHILD'S AGE--, do hereby state that it is necessary to leave said --CHILD OR CHILDREN-- in the care of --GRANTEE-- of --GRANTEE ADDRESS--, telephone number --TELEPHONE NUMBER--, from THE DATE OF EXECUTION OF THIS INSTRUMENT. The said --GRANTEE-- shall have my full permission and consent: To perform any and all parental acts, as fully to all intents and purposes as I might or could if personally present, to include but not limited to discipline, maintenance, supervision, arbitration of disputes, enrollment in school, sports or other activities, and consent to any and all medical care and treatment, including hospitalization and surgery, that is considered necessary and appropriate by --GRANTEE--, --GRANTEE ADDRESS-- and a duly licensed physician, for the general health and welfare of said --CHILD OR CHILDREN--.

I HEREBY GIVE AND GRANT TO my said attorney-in-fact full power and authority to perform every act and thing whatsoever that is necessary or appropriate to accomplish the purposes for which this Power of Attorney is granted, as fully and effectually as I could do if I were present; and I hereby ratify all that my said attorney-in-fact shall lawfully do or cause to be done by virtue of this document.

PROVIDED, however, that all business transacted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by my said attorney-in-fact for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney-in-fact and the designation "attorney-in-fact."

I FURTHER DECLARE that any act or thing lawfully done hereunder by my said attorney-infact shall be binding on myself and my heirs, legal and personal representatives and assigns, whether the same shall have been done either before or after my death, or other revocation of this instrument, unless and until reliable intelligence or notice thereof shall have been received by my said attorney-in-fact; and whether or not I, the grantor of this instrument, shall have been reported or listed, either officially or otherwise, as "missing in action" as that phrase is used in military parlance, or as "captured," it being my intent that such status designation shall not bar my attorney-in-fact from fully and completely exercising and continuing to exercise any and all powers and rights herein granted and that such report of "missing in action" or "captured" shall neither constitute nor be interpreted as constituting notice of my death nor operate to revoke this instrument.

FURTHER, this power of attorney shall remain in full force and effect indefinitely, and provided further, that in the event that I should be reported or listed "missing" or "missing in action", as those phrases are used in military parlance, prior to the expiration or revocation of this power of attorney, it shall not terminate but shall be extended as long as I remain in that status. It is my intention that such status designation shall not bar my attorney-in-fact from fully and completely exercising and continuing to exercise any and all powers and rights herein granted, and that such report of "missing" or "missing in action" shall neither constitute nor be interpreted as constituting notice of my death, nor operate to revoke this instrument.

FURTHER, this power of attorney is a durable power of attorney, and it shall not be affected by my becoming disabled, incompetent or incapacitated or the lapse of time. It is my intent that the authority conferred herein shall be exercisable notwithstanding my physical disability or mental incompetence, and notwithstanding any expiration date set forth herein.

IN	WITNESS	WHEREOF,	I	have	hereunto	set	my	hand	and	seal	on	this	day,	
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		_												
					GRAN	JTO	R							

ACKNOWLEDGMENT

SERVING WITH THE ARMED FORCES OF THE UNITED STATES AT/ONBOARD -- COMMAND--

Before me personally appeared --GRANTOR--, who, having produced a Uniformed Services Identification Card, is known to me to be the identical person who is described herein, and who signed and executed the foregoing instrument on this day, _______, as a true, free, and voluntary act and deed, for uses, purposes, and considerations therein set forth. And I do further certify that I am a commissioned officer of the Armed Forces of the United States serving in the rank indicated below, that by Federal law I am authorized to exercise the powers of a notary without requirement of a seal, and that this document is executed by me in accordance with those powers and in that capacity.

--NOTARY'S NAME--

Authority: 10 U.S.C. §1044a.

NO SEAL REQUIRED

FAMILY CARE PLAN CHECKLIST

1. The following checklist is designed to assist a member in developing and updating Family Care Plans. The checklist should not be considered all inclusive and should be modified as the circumstances of each individual dictate. Additional information and assistance is available from the command Family Care Plan Coordinator, Family Service Center, Legal Assistance Office, Navy-Marine Corps Relief Society counselors, Child Care Centers, Naval Reserve Activities and civilian social services organizations.

2 Checklist

۷.	CHCCKIIBC
 for	Qualified caregiver(s) designated and Family Care Plan established:
	Short-term absences (TAD, pre-deployment workups, training exercises)
	Long-term absences (deployments)
	Family Care Plan contains provisions for: Financial well-being of family members allotments bank accounts and access
	<pre>Logistical arrangements:</pre>
	<pre> non-military escort for family members needing assistance</pre>
	<pre>language translator (if required) school arrangements use of government services (commissary, exchange, etc.)</pre>
	<pre> Medical/Dental arrangements: location of medical/dental/immunization records special or unusual needs or therapy medication requirements and prescriptions names/location of medical/dental providers</pre>
	<pre>desires/directions in the event of a medical emergency access to military medical treatment (use of military hospitals and clinics, PRIMUS, CHAMPUS, TRICARE, etc.) Private insurance (CHAMPUS Supplement, MEDICARE/MEDICAID,</pre>
	etc.) Legal arrangements:
	<pre> name/location of attorney will power of attorney</pre>
	Power or accorney Person who will assume temporary responsibility for minor

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<pre>child(ren) in the event of death or incapacity of the service member recorded on page 2 remarks section of service record use of personal property agreements tax arrangements family member military IDs/social security numbers insurance policies (life, medical, property, fire, etc.)</pre>							
<pre>Caregiver(s) briefed by member on: responsibilities under the Family Care Plan logistical, financial, medical and legal arrangements child care/behavioral changes location of important document locations, points of contact and types of support available from Family Service Center, Navy-Marine Corps Relief Society, Child Development Centers, Navy Reserve Center, community and family support groups and civilian social service organizations information available through Family Service Center outreach program (if required) command points of contact</pre>							
NAVPERS 1740/6 signed by caregiver(s) and member acknowledging responsibilities of the caregiver under the Family Care Plan and the receipt of a thorough briefing by the member on available military facilities, services, benefits, entitlements of family members as well as financial and logistical arrangements in the plan, documented on NAVPERS 1740/7. New forms are not required when updating the Family Care Plan unless there is a change in the caregiver or the status under which the caregiver will provide care.							
Caregiver provided necessary legal documents required for care of family members and access to military facilities.							
Contingency plans and alternate caregivers(s) identified in the event a primary caregiver is unable to perform his/her responsibilities.							
Escort and dependent care arrangements in the event of a Noncombatant Evacuation Operation (NEO) or other evacuation is implemented (as required for overseas assignments.)							
Completed Family Care Plan package on file with command.							

DEPARTMENT OF THE NAVY FAMILY CARE PLAN CERTIFICATE PRIVACY ACT ADVISEMENT AUTHORITY: 44 U.S.C. Section 3101; 5 U.S.C. Section 301; 10 U.S.C. Sections 133 and 5031; and E.O. 9397. PRINCIPAL PURPOSE: To identify and ensure that single military members and military couples with dependents have made adequate dependent care arrangements and to ensure the member is world-wide assignable. The information which will be solicited is intended principally for the following purposes: (a) The personal information will facilitate combat readiness and document a plan for the care of your family members in the event of a medium or long term absence; (b) it will be used to evaluate compliance with the DOD and Navy program requiring Family Care Plans. ROUTINE USES: To designate persons who will accept dependent care responsibility and to contact those persons to verify their willingness to act for the member in this capacity, and to advise the designee(s) when they are expected to discharge these responsibilities. The information may also be used to determine overseas suitability, conduct authorized investigations, and other lawful purposes. DISCLOSURE IS VOLUNTARY: Disclosure of information concerning family members, their caregivered the personal arrangements surrounding the care of family members is voluntary. However, refusal to provide the requested information may result in the member failing to meet Navy obligations. APPLIES TO ALL SINGLE MEMBER SPONSORS AND MILITARY COUPLES WITH DEPENDENTS PART I. 1. I have been counseled and fully understand Navy policy on dependent care restantibilities read and understand the Navy's policy that I must arrange for dependent care so that will rema worldwide available as defined, and that I must report for duty as required without dependents. Initials 2. I understand that failure to make and maintain an adequate Family Care Plan in accordance with the Navy's policy may be grounds for disciplinary action or separation from the Maxy, or both 3. I understand that I may be subject to action under the Uniform Code of Military Justice if this statement is not accurate. 4. I understand that I am subject to deployments on short notice and the special privileges because I have dependents. with not be guaranteed 6. I affirm that I have made and will maintain arrained to be worldwide available during Duty Hours, Extended Duty Temporary Additional Duty, Permanent Change of Sylvion, and at reast yearly or on reassignment, days for Ready Reserve) of any change in my 7. I understand that I must revise or verify this or reenlistment, extension of enlistment, or within 30 family or Caregiver status. 8. All of my dependents are 19 years of 8. All of my dependents are 19 years of the and capable of self-care. 9. I understand that while serving the designated person. If my tripal caregiver is not in the local area, I understand that I must arrange with a nonmilitary lerson in the local area to assume temporary responsibility for my dependents until that responsibility a transferred to my principal caregiver. 10. In the event of my dath or incapacity, (name, address, telephone number and to assume temporary responsibility for my minor children until the guardian named in my transferred to assume temporary responsibility for my minor children until the guardian named in my transferred to assume temporary responsibility for my minor children until the guardian named in my transferred to my control a legal guardian or other custodian is appointed by a court of competity is discittion, or until my child(ren)'s non-custodial natural parent assumes custody, whichever occurs arst. 11. The attached form (NAVPERS 1740/7) explains what financial arrangements have been made to provide support for my family member(s) while they are under someone else's care, what logistical arrangements have been made to get my family members to the designated caregiver; where to go for routine and emergency medical treatment for my family member(s), and what the caregiver should do in the event they are no longer able to care for my family members. er and capable of self-care. TYPED OR PRINTED NAME, GRADE/RATE, & SSN SIGNATURE DATE

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PART II. APPLIES TO ALL SINGLE MEMBERS SPONSORS AND MILITARY COUPLES WITH DEPENDENTS							
CAREGIVER ACKNOWLEDGMENT							
12. I agree to accept responsibility and provide care for the family members of must report for duty for extended work hours, recall, or TAD. I acknowledge that I have been fully briefed on: (a) Financial and logistical arrangements and location of important papers, (b) Military and civilian support resources available to assist in the care of family members including location and/or points of contact for the member's command, local Family Service Center, child care center, and Navy Marine Corps Relief Society, and (c) Family member entitlements, available services, and access requirements for military base resources including medical and dental treatment facilities, exchanges, commissaries, and recreation facilities.							
A. Member's absence is for a duration of less than 30 days.							
SIGNATURE	ADDRESS (Include ZIP Code)						
TYPED OR PRINTED NAME							
PHONE NUMBER (Include Area Code)							
WITNESS	WITNESS SIGNATURE						
B. Member's absence is for a duration of greater than 3	0 days.						
SIGNATURE	ADDRESS (Include 21 Ct.e)						
TYPED OR PRINTED NAME							
PHONE NUMBER (Include Area Code)							
WITNESS	VITNESS CONTURE						
PART III. APPLIES TO SINGLE MEMBER PRINSON SERVING OVER EACH	CONTARY COUPLES WITH DEPENDENTS						
CARBON	MINOWLEDGRENT						
13. I agree to be responsible for accompanying and carried as an escort if evacuation from an overseas area	ng for the family members of						
TYPED OR PRINTED NAME	SIGNATURE						
WITNESS	WITNESS SIGNATURE						
PART IV. POR IN-SERV	ICE COUPLES ONLY						
14. Statement of Military Spause I have read my spouse's plan and concur.							
TYPED OR PRINTED NAME & SSN OF SPOUSE	SIGNATURE OF SPOUSE						
PART V. COMMANDER	CERTIFICATION						
15. I have reviewed this Family Care Plan and I am satisfied that the member has made adequate family care arrangements that will allow for a full range of military duties and for worldwide availability as defined here.							
SIGNATURE OF COMMANDING OFFICER	DATE						
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FAMILY CARE PLAN ARRANGEMENTS						
1. <u>Financial</u> - (Describe how you will provide support for care. This may include an allotment, powers of attorney or	your family members while they are under some bank accounts and access.)	one else's				
2. Logistical - (Describe how your family members will get important if geographically separated. Describe how financ provided. Also discuss provisions for minor children if the unaccompanied. Include any details concerning care of your contact for your caregiver in case of emergency, and use of you given for access to the exchange, commissary, recreation your situation). Don't forget to provide all prospective cas persons authorized to pick-up child(ren) (this is partice while the child(ren) is at school/day care.)	ey have to translate to a caregiver in connot g bome, school arrangements for children, poin government services, specificatly, hat dire n, etc. Include all other arrangements that aregivers names to vox child a sagool or day	n will be				
3. Medical - (Explain where your family member is to go for caregiver know where medical/immunization records are? Do you discussed with your caregiver any medical conditions or directions in case of a medical emergency? Don't forget separate SPOA for medical treatment is not necessary if the utilized.)	r routine and exercise medical treatment. In they have names and doesses of medical prov allergies that your milly members have? An "His powers of atthurey (SPOA) for medical to ampee POA for Family Care Plan (enclosure (iders? Have y special reatment. A 2)) is				
4. Legal - (Provide name, address all Applies number of caregiver should have copies of such as your will, insurance social security number. Also discuss that y have told you to care for your family members. Who have alternate care necessary.)	your attorney (if you have one); any legal do e policies, family members military ID cards ur caregiver to do in the event they are no l egiver? Add any other legal information that	cuments your and your onger able would be				
TYPED OR PRINTED NAME OF MEMBER	SIGNATURE OF MEMBER	DATE				

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